

Minutes of the February 20, 2002
Printing/Mail Managers Exchange Forum Teleconference

Nineteen individuals participated in the Printing/Mail Managers Exchange Forum, including Printing/Mail Managers and Contractors.

Comments/Additions to last Months Minutes:

Corrections were made to the January 16, 2001 minutes. The minutes will be posted on the DOE Home Page. Dallas Woodruff (Headquarters) asked the group to e-mail agenda items to him that they would like to discuss during the teleconference meetings.

Upcoming Joint Committee on Printing (JCP) Commercial Printing Report (JCP Form # 2)

Dallas Woodruff (Headquarters) informed the group about the upcoming JCP Commercial Printing Report that will be sent to sites during the month of March, and must be completed and returned to Headquarters no later than May 17, 2002. Gail Splett (Richland Operations Office) asked Dallas to explain the Commercial Printing Report. Dallas said the Department is required to list work in which a waiver was issued authorizing production out-side the Government Printing Office (GPO) and or GPO authorized printing contractors, must be reported the JCP on JCP form No. 2 Commercial Printing Report. Karen Payne-Jones (Oakland Operations Office) said her site normally provides negative reports, because all work is produced through the GPO.

FY- 2001 Departments Printing and Publishing Activities Three-Year Plan

Dallas Woodruff (Headquarters) informed the group that the Three-Year Plan was sent to the Joint Committee on Printing on February 12th. Dallas said a number of sites submitted information for the plan as late as mid January, therefore, he is considering sending the call letter for FY-2002 data in late October in order to receive the data back by the end of November. Karen Payne-Jones (Oakland Operations Office) asked Dallas if he is planning to ask for submission of the three-year plan data a month earlier than in prior years. Dallas said yes, because when Sites fail to submit their data by the due date, it decreases the time he needs to prepare the report before it is submitted to the Joint Committee on Printing (JCP). Karen Payne-Jones said one problem is the data collection falls during Thanksgiving and near Christmas.

Dallas informed the group that Headquarters would be looking into obtaining a windows base application for collecting data, and he would like to see a new system is in place before the next Three-Year Plan is required. Dallas said a lot depends on the cost of a new system.

FY- 2003 Department's Printing and Mail Conference

Dallas Woodruff (Headquarters) informed the group that the Department would not be having a Printing and Mail Conference this year, but would be held during FY-2003, and every other year there after. Headquarters is considering having a joint conference with other Government agencies. We are also considering including a registration fee for the next conference. The fee would go towards paying for participants and speakers, conference room, break out rooms etc.

Karen Payne-Jones asked if the conference registration fee could be submitted on travel vouchers. Alvin Majors (Headquarters) said he attended a Postal Forum, which included a registration fee. The registration fee was paid out of training funds. Al said the registration fee included use of the hotel conference room, food, speakers, vendors, etc. etc.

Gail Splett (Richland Operations Office) talked about having the Printing and Mail Conference and the Records Management Conference at the same location and back to back to minimize travel cost. Dallas asked Gail what is the date for the next Records Conference. Gail replied the conference is scheduled for May of this year. Cathy Marciante (Oak Ridge Operations Office) said in the past only one individual would be allowed to attend a multi-topic conference, although different individuals work in those areas. Edna White (Nevada Operations Office) said if an individual is responsible for more than one area, then he or she would be out of the office for extended period of time. Karen Payne-Jones said in prior years her office would only allow one individual to attend joint conferences, although some of those individuals were not the responsible person for those areas.

Dallas said during April he plans to telephone and send e-mails to individuals within the Department who attended prior conferences, and to other government agencies to assemble a team to coordinate the upcoming conference. Dallas also asked the group to assist him in coming up with topics they would like to hear information on at the conference, and if anyone would like to participate on the team. Edna White (Nevada Operations Office) asked if a location has been chosen for the next conference. Dallas said the location for the next conference has not been determined.

Update On Headquarters Mail Situation/Concerns

Tony Nellums (Headquarters) said both mail centers (Forrestal and Germantown) are open and accepting mail from the Post Office. A contractor is testing all incoming mail addressed to the Germantown facility and so far all tests have been negative. The Germantown facility has approximately 1-1/2 months of backlog mail that has been on hold since October, due to the Anthrax situation. However, all mail should be tested and delivered by March 1. Karen Payne-Jones (Oakland Operations Office) and Gail Splett (Richland Operations Office) question Tony about the delivery time for future incoming mail to the Germantown mail center. Tony said once the backlog of mail has been tested the delay should be approximately 3 days due to the 3-days time period for obtaining test results. In addition some mail addressed to the Forrestal and Germantown mail centers is still at the Brentwood Mail Facility since October. Headquarters hopes to receive all mail from the Brentwood Facility by the end of March.

Gail Splett asked when mail is sent to both locations is there still a delay before delivery, and if it is should an urgent document be sent via FedEx, DHL, or UPS. Tony recommended sending urgent mail addressed to the Forrestal mail center via FedEx or UPS, because utilizing the Post Office mail would incur an 8-day delay due to inspecting and or sanitizing. Linda Adams (Savannah River Site) asked if all future mail addressed to Forrestal and Germantown would be sanitized by the Postal Service. Tony said the Post Office is conducting its own inspecting and or sanitizing of mail addressed to the Forrestal mail center and a contractor was hired by Headquarters to inspect mail addressed to the Germantown mail center. Karen Payne-Jones asked why incoming mail via FedEx, UPS and other major carriers are not inspected and or

sanitized. Tony said mail shipped via expressed carrier companies is considered control items because some documentation must be filled out prior to shipping. Items mailed via the Post Office can be placed into any mailbox with no required signature or return address.

Update on the Mail Management Profile Report

Al Majors (Headquarters) informed the group that he has received reports from 14 of 25 sites. Some sites indicated they did not receive the letter sent from Headquarters in regards to the report. Al also said that he and Dallas Woodruff plan to send an e-mail to sites to obtain names, title, mailing addresses, telephone numbers, and e-mail addresses of Printing and Mail Managers in order to update and create a separate mailing list. Gina Dan (Rocky Flats) said she received the request for the Mail Profile Report the week of February 10, and is planning to fax the information to Headquarters. Al provided his fax number (202- 586-0753) to the group. Al also stated he would resend the information to those that have not received it, and asked that the report be faxed back to him.

Karen Payne-Jones (Oakland Operations Office) asked could there be negative reports similar to some printing reports, and can sites submit a negative report. Tony Nellums said there should not be any negative reports, because each site has mailed at least one item and therefore, a report must be submitted. Gail Splett (Richland Operations Office) asked for the due date of the report. Al said the reports was due to Headquarters on March 15 and the original due date to the General Services Administration (GSA) was March 15, but the Department received an extension from GSA to March 25.

Past due OMAS Bills from the U.S. Postal Service

Tony Nellums (Headquarters) informed the group that Headquarters is planning to send OMAS bills by the end of March to sites that have an account balance for mailing done under the prior OMAS billing system. Gail Splett (Richland Operations Office) asked Tony what is an OMAS bill. Tony said they are past due bills up to FY-1999 that sites owe the Post Office before the payment system was converted from OMAS to commercial including meter and stamped mail.

Other topic(s) discussed include the following:

National Nuclear Security Administration (NNSA) Letterhead

Cathy Marciante Oak Ridge Operations Office asked the status of the NNSA logo. Dallas Woodruff Headquarters said the approved logo design has been created by the in-house graphics section, and returned to NNSA. He is waiting for documentation from the program office within NNSA to print copies, and also approval to furnish an electronic PDF file copy to sites. Dallas also explained the design of the letterhead to the group.

Sites in Attendance

National Nuclear Security Institute Bettis Atomic

National Renewable Energy

Savannah River Site	Nevada Operations Office	Oakland Operations Office
Headquarters (3)	Schenectady Naval Reactors (2)	Wastren Grand Junction
West Valley Demo. Project	Western Area Power Administration	Ohio Field Office
Oak Ridge Operations Office	Richland Operations Office	
National Energy Technology Laboratory		